



Evergreen

長青養老院

ASIAN ELDERCARE

November 3, 2004

To Whom It May Concern:

Debra Nicholson has worked at Evergreen as an independent bookkeeper and accountant since 1994. Among her duties are statement reconciliation, general ledger management, Quickbooks accounting software management, records maintenance and other duties as needed.

She is very responsive to our needs and works efficiently within a timeframe to get things done. Debra is particularly good at troubleshooting and is persistent about following proper accounting procedures. She works well on her own with little need for direction or supervision.

Debra is very pleasant to work with and more importantly, we have found her to be very responsible and possessing the highest integrity. She would make an excellent addition to any organization.

Sincerely,

Daniel D. Wang
Executive Director

Office: 510-533-3083
Fax: 510-291-8889
4600 Fairfax Avenue
Oakland, CA 94601-4808

Info@EvergreenEldercare.com
www.EvergreenEldercare.com

Debra Nicholson-Bassham CPUC Performance Reviews

STATE OF CALIFORNIA - PERSONNEL ADMINISTRATION

REPORT OF PERFORMANCE
FOR PROBATIONARY EMPLOYEE

TD 636 (REV 9/2002)

- ☒ FIRST
☐ SECOND
☐ THIRD

NAME (Last)	First	Initial	SOCIAL SECURITY NUMBER	REPORT DATE
Nicholson-Bassham	Debra	M	On-File	10/17/2014
CIVIL SERVICE TITLE	POSITION NUMBER		DATE PROBATION ENDS	
AGPA	680-104-5393-005		1/30/2015	
DEPARTMENT NAME	DIVISION / UNIT		EMPLOYEE'S HEADQUARTERS	
CPUC	Admin Svs / Human Resources		San Francisco, CA	

YOUR WORK PERFORMANCE WILL DETERMINE WHETHER YOU OBTAIN PERMANENT CIVIL SERVICE STATUS

QUALIFICATION FACTORS	RATINGS ARE INDICATED BY "X" MARKS			
	UNACCEPTABLE	IMPROVEMENT NEEDED	STANDARD	OUTSTANDING
1. SKILL—Expertise in doing specific tasks; accuracy; precision, completeness, neatness, quantity.			X	
2. KNOWLEDGE—Extent of knowledge of methods, materials, tools, equipment, technical expressions and other fundamental subject matter.			X	
3. WORK HABITS—Organization of work; care of equipment; punctuality and dependability; industry; follows good practices of vehicle and personal safety.				X
4. RELATIONSHIPS WITH PEOPLE—Ability to get along with others; effectiveness in dealing with the public, other employees, patients or inmates.				X
5. LEARNING ABILITY—Speed and thoroughness in learning procedures, laws, rules and other details; alertness; perseverance.				X
6. ATTITUDE—Enthusiasm for the work; willingness to conform to job requirements and to accept suggestions for work improvement; adaptability.				X
7. COMMUNICATION—Exhibits aptitude toward good writing and verbal skills, can give concise information in working situations.				X
8. ABILITY AS SUPERVISOR—Proficiency in training employees and planning, organizing, assigning and expediting work; leadership; understanding of and effectiveness in implementing departmental and SPB personnel management policies including equal employment opportunity and affirmative action.				
9. ADMINISTRATIVE ABILITY—Promptness of action; soundness of decision, application of good management practices; understanding and effective implementation of departmental and SPB personnel management policies related to equal employment opportunity and affirmative action.				
10. FACTORS NOT LISTED ABOVE (Use additional sheets if more space is needed.)				

OVERALL RATING—The overall rating must be consistent with the factor ratings and comments, but there is no prescribed formula for computing the overall rating.

COMMENTS TO EMPLOYEE—(Supervisor should include factual examples of exceptional or poor work and give suggestions as to how performance can be improved. Factor and overall ratings of unacceptable and overall ratings of outstanding must be substantiated. Use additional sheets if more space is needed).

Debra demonstrates great potential for fulfilling her role thoroughly and creatively, while applying current learning theory and best training practices for the advancement of the work and mission of Human Resources Branch, Administrative Services Division, and the CPUC.

Debra demonstrates good listening skills and comprehends the complex systems that we employ for managing the work we process. She also possesses requisite skills and abilities for conducting all logistical and administrative aspects of the job.

In terms of areas for improvement (Qualification Factor 1), as we begin developing original training materials, Debra and I have established that we will work closely in more defined phases of development so that work effort is best aligned with desired outcomes that she may not yet fully understand.

Debra is becoming a valued contributing member of the Learning and Development Unit and is positively contributing to our goals.

Rater discussed report with employee <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		I RECOMMEND YOU BE GRANTED PERMANENT CIVIL SERVICE STATUS (To be checked only on Final Report. If the probationer is rejected, notification must be given as prescribed by Government Code Section 19173.)	
RATER'S SIGNATURE <i>Debra W. Jones</i>		TITLE <i>Training Officer II</i>	DATE SIGNED <i>Oct 17, 2014</i>
In signing this report I do not necessarily agree with the conclusions of the rater.			
EMPLOYEE'S SIGNATURE <i>Debra M. Jones-Bassham</i>		DATE SIGNED <i>Oct 17, 2014</i>	<input checked="" type="checkbox"/> I would like to discuss this report with the reviewing officer.
I concur in the ratings given by the rater. I have made no change in this report.		AS REQUESTED, REVIEWING OFFICER DISCUSSED REPORT WITH EMPLOYEE ON DATE	
REVIEWING OFFICER'S SIGNATURE <i>Debra W. Jones</i>		DATE SIGNED <i>10-17-14</i>	

DISTRIBUTION Copies: 1 Departmental Files 2—Employee 3—Supervisor 4 Miscellaneous

Debra Nicholson-Bassham CPUC Performance Reviews

STATE OF CALIFORNIA - PERSONNEL ADMINISTRATION				<input type="checkbox"/> FIRST <input checked="" type="checkbox"/> SECOND <input type="checkbox"/> THIRD		
REPORT OF PERFORMANCE FOR PROBATIONARY EMPLOYEE						
STD. 636 (REV 8/2002)						
NAME (Last)		First		SOCIAL SECURITY NUMBER		
NICHOLSON-BASSHAM		DEBRA		On-File		
CIVIL SERVICE TITLE		POSITION NUMBER		REPORT DATE		
AGPA		104-5393-005		12/5/14		
DEPARTMENT NAME		DIVISION / UNIT		EMPLOYEE'S HEADQUARTERS		
CPUC		ADMIN SERVICES/HR		SF		
YOUR WORK PERFORMANCE WILL DETERMINE WHETHER YOU OBTAIN PERMANENT CIVIL SERVICE STATUS						
QUALIFICATION FACTORS			RATINGS ARE INDICATED BY "X" MARKS			
			UNACCEPTABLE	IMPROVEMENT NEEDED	STANDARD	OUTSTANDING
1. SKILL-Expertise in doing specific tasks; accuracy; precision, completeness, neatness, quantity.						✓
2. KNOWLEDGE-Extent of knowledge of methods, materials, tools, equipment, technical expressions and other fundamental subject matter.						✓
3. WORK HABITS-Organization of work; care of equipment; punctuality and dependability; industry; follows good practices of vehicle and personal safety.						✓
4. RELATIONSHIPS WITH PEOPLE-Ability to get along with others; effectiveness in dealing with the public, other employees, patients or inmates.						✓
5. LEARNING ABILITY-Speed and thoroughness in learning procedures, laws, rules and other details; alertness; perseverance.						✓
6. ATTITUDE-Enthusiasm for the work; willingness to conform to job requirements and to accept suggestions for work improvement; adaptability.						✓
7. COMMUNICATION-Exhibits aptitude toward good writing and verbal skills, can give concise information in working situations.						✓
8. ABILITY AS SUPERVISOR-Proficiency in training employees and planning, organizing, assigning and expediting work; leadership; understanding of and effectiveness in implementing departmental and SPB personnel management policies including equal employment opportunity and affirmative action.						
9. ADMINISTRATIVE ABILITY-Promptness of action; soundness of decision, application of good management practices; understanding and effective implementation of departmental and SPB personnel management policies related to equal employment opportunity and affirmative action.						
10. FACTORS NOT LISTED ABOVE (Use additional sheets if more space is needed.)						
OVERALL RATING-The overall rating must be consistent with the factor ratings and comments, but there is no prescribed formula for computing the overall rating.						
COMMENTS TO EMPLOYEE-(Supervisor should include factual examples of exceptional or poor work and give suggestions as to how performance can be improved. Factor and overall ratings of unacceptable and overall ratings of outstanding must be substantiated. Use additional sheets if more space is needed).						
Debra continues to demonstrate thoughtful, coordinated, and complete work towards the advancement of the unit's and Human Resources' training objectives.						
Debra is well-versed and capable of successfully executing many complex administrative training duties of the unit, including: client services tasks through the HR Request System; administering employee-required training certificates and related e-logging/filing; facilitation of in-person training events spanning multiple dates and locations, including: facility reservation, participant mass-communication, IT and reprographics coordination, logging of completion records, and post-training follow-up.						
Debra is proactive and welcomes new assignments. She completes assignments with quality and timeliness. Debra has gained mastery of the core functionality of our course development software: Articulate Storyline; from product initiation, content framework and layout, pagination and time controls, incorporation of media, and publishing to our delivery platform.						
Rater discussed report with employee <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO						
I RECOMMEND YOU BE GRANTED PERMANENT CIVIL SERVICE STATUS (To be checked only on Final Report. If the probationer is rejected, notification must be given as prescribed by Government Code Section 19173.) <input type="checkbox"/> YES <input type="checkbox"/> NO						
RATER'S SIGNATURE			TITLE		DATE SIGNED	
			TRAINING OFFICER		12/5/2014	
In signing this report I do not necessarily agree with the conclusions of the rater.						
EMPLOYEE'S SIGNATURE			DATE SIGNED		<input type="checkbox"/> I would like to discuss this report with the reviewing officer.	
			12/5/14			
REVIEWING OFFICER'S SIGNATURE			DATE SIGNED		AS REQUESTED, REVIEWING OFFICER DISCUSSED REPORT WITH EMPLOYEE ON DATE	
			12/5/14			
DISTRIBUTION Copies: 1 - Departmental Files 2 - Employee 3 - Supervisor 4 - Miscellaneous						

Debra Nicholson-Bassham CPUC Performance Reviews

STATE OF CALIFORNIA – PERSONNEL ADMINISTRATION				<input type="checkbox"/> FIRST <input type="checkbox"/> SECOND <input checked="" type="checkbox"/> THIRD	
REPORT OF PERFORMANCE FOR PROBATIONARY EMPLOYEE					
STD. 636 (REV 8/2002)					
NAME (Last) NICHOLSON-BASSHAM		First DEBRA		SOCIAL SECURITY NUMBER XXXX	
CIVIL SERVICE TITLE AGPA		POSITION NUMBER 104-5393-005		REPORT DATE 1/30/14	
DEPARTMENT NAME CPUC		DIVISION / UNIT ADMIN SERVICES/HR		DATE PROBATION ENDS 1/30/15	
		EMPLOYEE'S HEADQUARTERS SF			
YOUR WORK PERFORMANCE WILL DETERMINE WHETHER YOU OBTAIN PERMANENT CIVIL SERVICE STATUS					
QUALIFICATION FACTORS				RATINGS ARE INDICATED BY "X" MARKS	
				UNACCEPTABLE	IMPROVEMENT NEEDED
1. SKILL —Expertise in doing specific tasks; accuracy; precision, completeness, neatness, quantity.					✓
2. KNOWLEDGE —Extent of knowledge of methods, materials, tools, equipment, technical expressions and other fundamental subject matter.					✓
3. WORK HABITS —Organization of work; care of equipment; punctuality and dependability; industry; follows good practices of vehicle and personal safety.					✓
4. RELATIONSHIPS WITH PEOPLE —Ability to get along with others; effectiveness in dealing with the public, other employees, patients or inmates.					✓
5. LEARNING ABILITY —Speed and thoroughness in learning procedures, laws, rules and other details; alertness; perseverance.					✓
6. ATTITUDE —Enthusiasm for the work; willingness to conform to job requirements and to accept suggestions for work improvement; adaptability.					✓
7. COMMUNICATION —Exhibits aptitude toward good writing and verbal skills, can give concise information in working situations.					✓
8. ABILITY AS SUPERVISOR —Proficiency in training employees and planning, organizing, assigning and expediting work; leadership; understanding of and effectiveness in implementing departmental and SPB personnel management policies including equal employment opportunity and affirmative action.					
9. ADMINISTRATIVE ABILITY —Promptness of action; soundness of decision; application of good management practices; understanding and effective implementation of departmental and SPB personnel management policies related to equal employment opportunity and affirmative action.					
10. FACTORS NOT LISTED ABOVE (Use additional sheets if more space is needed.)					
OVERALL RATING —The overall rating must be consistent with the factor ratings and comments, but there is no prescribed formula for computing the overall rating.					✓
COMMENTS TO EMPLOYEE —(Supervisor should include factual examples of exceptional or poor work and give suggestions as to how performance can be improved. Factor and overall ratings of unacceptable and overall ratings of outstanding must be substantiated. Use additional sheets if more space is needed). Debra contributes thoughtful, coordinated, and complete work towards the advancement of the unit's and Human Resource's training objectives. In addition to her demonstrated knowledge, skills, and abilities identified and reflected on the two prior positive probationary reports, Debra has further extended the unit's productive capabilities through our use of digital video recording, editing, and production work for the purposes of developing trainings, video resources, and multi-media communications. Debra is a valued contributing member of the Learning and Development Unit and Human Resources Branch.					
Rater discussed report with employee <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO I RECOMMEND YOU BE GRANTED PERMANENT CIVIL SERVICE STATUS (To be checked only on Final Report. If the probationer is rejected, notification must be given as prescribed by Government Code Section 19173.) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO RATER'S SIGNATURE <i>[Signature]</i> TITLE Training Officer II DATE SIGNED 1/30/2015 In signing this report I do not necessarily agree with the conclusions of the rater EMPLOYEE'S SIGNATURE <i>[Signature]</i> DATE SIGNED 1/30/2015 <input type="checkbox"/> I would like to discuss this report with the reviewing officer. I concur in the ratings given by the rater. I have made no change in this report. REVIEWING OFFICER'S SIGNATURE <i>[Signature]</i> DATE SIGNED 2-3-15 AS REQUESTED, REVIEWING OFFICER DISCUSSED REPORT WITH EMPLOYEE ON DATE DISTRIBUTION Copies: 1—Departmental Files 2—Employee 3 Supervisor 4—Miscellaneous					

To Whom It May Concern,

It is my pleasure to write a letter of recommendation for Ms. Debra Nicholson. She worked on a temporary basis in our office for approximately one month in July 2006. During that period of time, she worked diligently helping us among other things to balance monthly bank statements, post account receivables and payables, generate checks, process credit cards charges, and set up accounts for draws and loans to and from my company. She did an excellent job in generating monthly reports which had not been done for many months prior to her arriving. She was able to go back over a period of two to three years and go through almost every check and generate very detailed statements. She would come in early and stay late and during that time she worked extremely diligently on the accounts. I would be happy to recommend her for a permanent position. Our office only requires this type of expert accounting once a week, and therefore we would not have enough work for her to do on a 40 hour a week basis. Please feel free to call or write if there are any questions.

Very sincerely yours,



Randall B. Weil M.D.



THE JOHNS HOPKINS UNIVERSITY . BALTIMORE, MARYLAND 21218

CHARLES E. WOLFKILL
Director
Office of Accounting Services

(301) 338-8157

January 16, 1978

TO WHOM IT MAY CONCERN:

Ms. Debra Nicholson was employed by the University on November 4, 1974. As a clerk in our Student Accounts Office, she was instrumental in organizing the billing function for tuition and fees paid by third-party agencies. Her initiative lead to the recovery of \$20,000.00 in billings considered uncollectible. In May, 1976, Debra was promoted to Data Control Specialist with responsibility for controlling the system for billing tuition and fees for the School of Arts & Sciences and The Evening College. Over 10,000 individual accounts are maintained in this system. Debra made many contributions to the existing system which we continue to utilize. In February, 1977, Debra moved to her present position of Staff Accountant. In this position she is responsible for the reconciliation of all University bank accounts, as well as the auditing and control of petty cash funds and travel expenditures.

Debra's performance has continually been rated above satisfactory. She has grown with every task assigned her and always welcomes new challenges. Although she has little formal education in the areas for which she is responsible, her intelligence and attitude have assisted her in overcoming this limitation. I have always been pleased with Debra as an employee and consider her an asset to my staff.

Sincerely,

cc: Personnel File; Debra Nicholson



THE JOHNS HOPKINS UNIVERSITY · BALTIMORE, MARYLAND 21218

OFFICE OF ACCOUNTING SERVICES

January 16, 1978

TO WHOM IT MAY CONCERN:

I have known Ms. Debra M. Nicholson for three years. In the past year, she has reported directly to me as a Staff Accountant for The Johns Hopkins University.

Ms. Nicholson performs her duties with extreme thoroughness and accuracy, arriving at sound conclusions and making intelligent decisions. She approaches her responsibilities with a mature attitude and is enthusiastic about all aspects of her job. She deals courteously, tactfully, and effectively with all personnel while maintaining a professional standard of conduct. Based on my relationship with Ms. Nicholson, I believe her to be a person of high moral standards and good character.

It has been my pleasure to have Ms. Nicholson as a member of the staff for The Johns Hopkins University.

Sincerely,

Dale C. Kirby,
Assistant to the Director

DCK/ew

cc: Personnel File; Debra Nicholson



Nicholson Business Services

Debra Nicholson-Bassham: Sole Proprietor 1986-2012

Controller/Business Manager/Staff Accountant Services

See intro to services, resumes, and references below

SF Business Certificate: #942900

RESUME AVAILABLE BY REQUEST

2010 picture of Debra

http://www.nicholsonbusinessservices.com/Debra_2010.png

Debra's Work Experience and References

<http://www.nicholsonbusinessservices.com/NBS2010.pdf>

<http://www.nicholsonbusinessservices.com/BizList.pdf>

http://www.nicholsonbusinessservices.com/TCG_Contract.pdf

[http://www.nicholsonbusinessservices.com/The Conversation Group Reference.pdf](http://www.nicholsonbusinessservices.com/The_Conversation_Group_Reference.pdf)

<http://www.nicholsonbusinessservices.com/StopAids.png>

<http://www.nicholsonbusinessservices.com/QBksCertification.jpg>

[http://www.nicholsonbusinessservices.com/Dan Wang Evergreen Reference.pdf](http://www.nicholsonbusinessservices.com/Dan_Wang_Evergreen_Reference.pdf)

[http://www.nicholsonbusinessservices.com/Dr. Randall Weil Reference.pdf](http://www.nicholsonbusinessservices.com/Dr._Randall_Weil_Reference.pdf)

[http://www.nicholsonbusinessservices.com/Sun Season Products Reference.pdf](http://www.nicholsonbusinessservices.com/Sun_Season_Products_Reference.pdf)

[http://www.nicholsonbusinessservices.com/Treasure Island FAST Team Reference.pdf](http://www.nicholsonbusinessservices.com/Treasure_Island_FAST_Team_Reference.pdf)

[http://www.nicholsonbusinessservices.com/Treasure Island FAST Team Reference2.pdf](http://www.nicholsonbusinessservices.com/Treasure_Island_FAST_Team_Reference2.pdf)

[http://www.nicholsonbusinessservices.com/JHU Reference Dale Kirby.pdf](http://www.nicholsonbusinessservices.com/JHU_Reference_Dale_Kirby.pdf)

[http://www.nicholsonbusinessservices.com/JHU Reference Chuck Wolfkill.pdf](http://www.nicholsonbusinessservices.com/JHU_Reference_Chuck_Wolfkill.pdf)

Debra's Personal References

[http://www.nicholsonbusinessservices.com/Christian Family Counseling Reference.pdf](http://www.nicholsonbusinessservices.com/Christian_Family_Counseling_Reference.pdf)

[http://www.nicholsonbusinessservices.com/Dennis Thole Reference.pdf](http://www.nicholsonbusinessservices.com/Dennis_Thole_Reference.pdf)

[http://www.nicholsonbusinessservices.com/Napa Valley Music AssocReference.pdf](http://www.nicholsonbusinessservices.com/Napa_Valley_Music_AssocReference.pdf)



Nicholson Business Services

Educational Degrees and Transcripts

Masters of Education: Instructional Technology, SFSU in progress

Statement of Purpose <http://www.earcandleproductions.com/ITECMA.pdf>

SFSU Bachelors of Arts (cum laude) Degree and Transcripts

http://www.nicholsonbusinessservices.com/DNicholson_SFSU_BA_1984.pdf

http://www.nicholsonbusinessservices.com/SFSU_BA_1of4.pdf

http://www.nicholsonbusinessservices.com/SFSU_BA_2of4.pdf

http://www.nicholsonbusinessservices.com/SFSU_BA_3of4.pdf

http://www.nicholsonbusinessservices.com/SFSU_BA_4of4.pdf

CITY COLLEGE OF SAN FRANCISCO

ACCOUNTING CREDITS

http://www.nicholsonbusinessservices.com/CCSF_2005.pdf

http://www.nicholsonbusinessservices.com/Official_CCSF_Transcripts_2009.pdf

Business Law, Math for Managers, Principles of Management, Teaching Credential, etc.

http://www.nicholsonbusinessservices.com/JHU_1974to79.pdf

http://www.nicholsonbusinessservices.com/Golden_Gate_Univ_Law_and_Math.pdf

http://www.nicholsonbusinessservices.com/SFSU_Teaching_Credential.pdf

Creative Services:

BAVC Mayoral Scholarship –Digital Directions 2004-2005 324 web/video credits

- Broadcast Radio, theater, poetry, musical performances presentations, writing, graphic arts

- Theater and creative references upon request.

<http://www.earcandleproductions.com>

<http://www.noodlebrain.com/>

<http://www.youtube.com/msnoodlebrain>

<http://www.youtube.com/earcandleproductions>

ATTACHMENT B

SCHEDULE #DNB-042409-1

UPDATED September 1, 2010

Client: The Conversation Group

Contractor: Debra Nicholson-Bassham

Contract Agreement:

Acting Controller/Business Manager for Finance, HR, and other professional services three days a week.

Owners: Peter Hirshberg and Giovanni Rodriguez

This Schedule is subject to the terms and conditions of the Consulting Services Agreement dated April 24, 2009 ("Agreement") entered into between **The Conversation Group, LLC dba RelImagine** ("Client") and **Debra Nicholson – Bassham** (Nicholson Business Services) ("Consultant"). Unless otherwise specified herein, capitalized terms contained herein shall have the meaning as specified in the Agreement. Any conflict between the terms and conditions of the Agreement and the terms and conditions of this Schedule shall be construed in favor of this Schedule.

Project Fees and Benefits

- \$400.00 per day, up to three days per week (over hours are allowed when needed)
- Fees are subject to increases as negotiated.
- The Conversation Group LLC will not cover health care nor retirement benefits (husband and FICA provide).
- The Conversation Group LLC, dba RelImagine Group will cover Debra Nicholson-Bassham under their Workers Compensation umbrella insurance.

Project Description

- Provide Controller and Business Management Services

Project Timeline

Project Commencement: April 24, 2009

Updated: September 1, 2010

Project Terms: Services are ongoing until and unless terminated by either party by 30 day notice.

Expenses:


Reimbursed expenses, include, but are not limited to, postage and delivery costs, online services, and any other office expenses paid out of pocket for TCG, LLC. Dba RIG, and subject to approval when out of the ordinary needs arise.

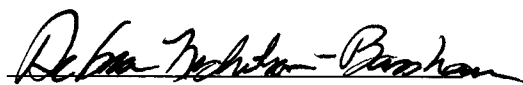
Invoice Schedule and Payment Terms

- Contractor shall invoice client on a weekly basis for one month of services in advance.

Acceptance of Schedule:

By signing below, the parties agree to the scope of the work to be performed under this Schedule and to the terms set forth on this Schedule.

	The Conversation Group LLC dba RelImagine Group
Signed	
Name	<u>Peter Hirshberg or Giovanni Rodriguez</u>
Title	<u>Managing Partners</u>
Date	<u>April 24, 2009</u>
Updated	<u>September 1, 2010</u>

	Debra Nicholson-Bassham
Signed	
Name	<u>Debra Nicholson-Bassham</u>
Title	<u>Contractor</u>
Date	<u>April 24, 2009</u>
Updated	<u>September 1, 2010</u>



June 1, 2009

I wholeheartedly and without reservation recommend Debra Nicholson for her accounting services. IN my role as managing partner at The Conversation Group, I have had the pleasure of working with Debra on several key projects including the management of our AR and AP. I found her to be diligent, thoughtful, and totally reliable. She proactively recommended many rules and procedures that are helping us better manage our books today. She would be an asset to almost any organization that is evolving their accounting systems.

best regards,

Giovanni Rodriguez
Managing Partner
The Conversation Group
121 Second Street
Third Floor
San Francisco, CA



Frishtah Afifi/TIDA/SFGOV
04/18/2006 10:59 AM

To Debra Nicholson-Bassham/CON/SFGOV@SFGOV, Tristan
Levarado/CON/SFGOV@SFGOV
Frances Lee/CON/SFGOV@SFGOV, Louis A
cc Voccia/CON/SFGOV@SFGOV, Gary
Bates/CON/SFGOV@SFGOV

bcc

Subject Thank you

Dear Debra,

I just wanted to thank you for all your support, hard work with the Treasure Island Development Authority accounting project. I greatly appreciate your sense of professionalism and dedication in seeing through the vast amount of work that we covered during the period of our MOU. Thank you also for all your efforts in training me and Nikki in the new accounting procedures. We are very pleased with the results of our revised policies and procedures for cash receivables and hope to work with you in the future on the expenditure side of our operation.

Thanks again and it has been a pleasure working with the Controller's Office Fast Team.

Frishtah Afifi
Project Administrator
Treasure Island Development Authority
(415)274-0688 Telephone
(415)274-0299 Fax
frishtah.afifi@sfgov.org
www.sfgov.org/treasureisland



CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE CONTROLLER

Edward Harrington
Controller

Monique Zmuda
Deputy Controller

DATE: April 3, 2006

TO: John T. Farrell
Chief Financial Officer

Frishtah Afifi
Project Administrator

Treasure Island Development Authority
401 Avenue of the Palms,
Bldg. 1, 2nd Floor,
San Francisco, CA 94130

FROM: Frances Lee, Director of Accounting, Controller's Office

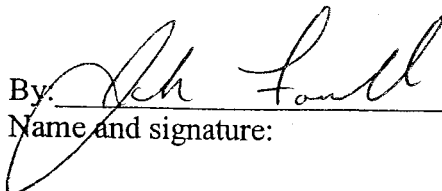
SUBJECT: **Accounting Services**

We are pleased to have concluded the accounting project for Treasure Island. We have provided a project report and reviewed its contents during the exit conference with Frishtah Afifi on 3/27/06; we have also provided an all-day training to your agency's personnel on 3/28/06.

Attached herewith is a final and revised project report.

Additionally, the project took longer than the three weeks anticipated. Due to the complexity and extent of work involved, the project duration was more than doubled. We therefore request an adjustment in payment from \$10,000 to \$17,500. Kindly sign both copies as acknowledgement of receipt of the report and agreement of pay adjustment. Please return one copy to us for our records so we will bill accordingly.

TREASURE ISLAND DEVELOPMENT AUTHORITY:

By: 
Name and signature:

Date: 4/10/06